

# **Rochester PLP Management & Advisor Plan/Procedures**

## **Key Personnel in PLP Process:**

- PLP Coordinator
- PLP Adviser

## **PLP Coordinator Job Description:**

- Oversee the completion of the initial Personal Learning Plan
- Oversee the completion of the annual update on the Personal Learning Plan
- Coordinate work with School Leadership Team
- Collaborate with Administrator on overall planning and procedures
- Meet with students to facilitate selection of faculty advisors, and connect staff to students
- Monitoring staff implementation of Personal Learning Plans
  - Staff meeting with their students quarterly
  - Communicating with parents and significant adults
  - Serve as a resource for teachers in implementing student plans
- Organize and archive PLP documents
- Outreach coordination with community and businesses
- Serve as advocate for students
- Serve as mentor and resource for advisors
- Establish communication guidelines and procedures for changes / updates in PLP plans
- Addresses exclusively academic issues related to personal learning plans and work with administrator and School Leadership Team to resolve issues
- Provide staff with training regarding PLP Advisor expectations
- Create and maintain PLP link on school website
- Assist students in developing Electronic Portfolios, and provide suggestions / rubric on what should / should not be included
- Assist students in planning annual exhibition / conference for parents
- Act as contact person and parent, staff, and community liaison
- Assist the principal in coordinating events, forums, and staff professional development as needed
- Work directly with Principal to meet all Grant deadlines and requirements
- Track the progress of and quality of PLP plans
- Stress and maintain student and staff confidentiality

**PLP Staff Advisor Expectations:**

- Meet with PLP Coordinator regarding students and brainstorm ideas regarding each
- Meet with students to review PLP plans at the start of the year
- Stress and maintain student confidentiality
- Contact parents within first two weeks of school, and be the initial contact point for parents (except in the case of IEPs, 504s, and ESTs)
- Meet with students at least once a quarter to discuss progress, problems, new ideas and developments - inform the PLP Coordinator regarding updates
- Assist student and coordinator in compiling Electronic Portfolios
- Intentionally and consistently seek out advisee for casual greetings and check-ins
- Maintain confidentiality at all times with students and staff
- Share insight and provide suggestions to PLP Coordinator to help improve the process
- Positively support the PLP initiative
- Collaborate with PLP Coordinator to address student concerns related to PLP
- Refer student to Student Support Team and/or Guidance Counselor with emotional/mental health issues.